



Center Sponsors: Add Foods

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Note: We have compiled a list of CACFP resources for food buying and crediting in the CACP. Click [here](#) for more information.

To add a new food:

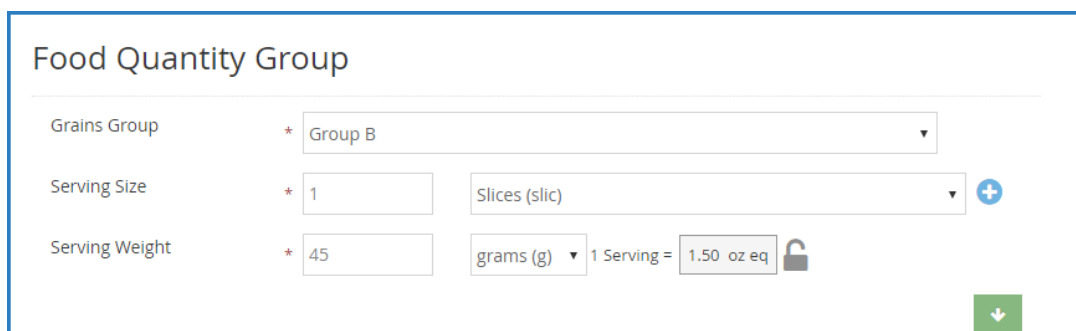
1. From the menu to the left, click **Foods**.
2. Click **Food List**. The Food List page opens.
3. Click **New Food**.
4. In the Display section:
 - a. Click the **Category** drop-down menu and select the category in which to list this food.
 - b. Click the **Name** box and enter a name for this food.
 - c. Click the **Spanish Name** box and enter the Spanish name for this food (optional).
 - d. Click the **Food Type** drop-down menu and select the type of food this is.
 - e. If you select Vegetables or Fruit in **Step 6.d**, the Juice slider displays. If this is a fruit or vegetable juice, click  to set it to Yes.

5. In the **Nutritional Information** section, click  next to each nutritional marker that applies to this food:
 - Vitamin A
 - Vitamin C
 - Whole Grain-Rich

Note: If you set Whole Grain-Rich to Yes, the food defaults to whole grain-rich when centers add the food to their menus.

- HighFat
 - High Salt
 - Iron
6. In the **Food Quantity Group** section:
 - a. **If you are entering a Bread/Alt or Infant Cereal:**
 - i. Click the **Grains Group** drop-down menu and select the Exhibit A grains group to which this item belongs. You can view Exhibit A [here](#). Note that if you are updating an Infant Cereal, this drop-down menu is locked to Group I (ready-to-eat cereals).
 - ii. Click the **Serving Size** box and enter the standard serving size for this item. For example, if you are updating Brand B bread and the nutrition label says that one serving is one slice, you would type **1** in this box.
 - iii. Click the corresponding drop-down menu and select the serving unit. Following our example, you would select **slice**. You can also click  and enter a custom unit.
 - iv. Click the **Serving Weight** box and enter the serving weight from the nutrition label in grams or

ounces. Then, click the corresponding drop-down menu and select **grams (g)** or **ounces (oz)**. In our example, a serving of Bread A weighs 45g, so we enter 45 and select grams (g). Once you enter this information, the **1 Serving =** box displays and shows the amount of ounce equivalents in one serving of this item.






Food Quantity Group

Grains Group * Group B

Serving Size * 1 Slices (slic) +


Serving Weight * 45 grams (g) 1 Serving = 1.50 oz eq

- v. Click  to lock this calculation and prevent sites from overriding it on the Daily Menu page in KidKare and the Record Menu window in CX, if needed. Click  to unlock it again.

- b. **If you are entering any other component:** Click each drop-down menu and specify how the food should be measured for Non-Infants and Infants. You can also click  to view measurements by age group. Your selection in this box affects the unit of measure used on the Menu Production Record when calculating the quantities needed. For more information about the Menu Production Record, see [Center Sponsors: Print the Menu Production Record](#).

Note: For any foods that are considered raw leafy greens, select the **Raw Leafy Greens - c** food quantity to ensure the proper amount is calculated since you are required to serve double the amount when serving raw leafy greens.

7. In the **Approvals** section:

- a. Click  next to each meal for which this food is approved.
- b. Click the **Non-Infant**, **Infant 6-11**, and **Infant 0-5** drop-down menus and select **Allow**, **Disallow**, or **Warn**.

8. In the **Effective Dates** section:

- a. If this food is only approved starting on a specific date, click the **Start** box and enter a start date for the food. If you want this food to be available immediately, do **not** add a start date.
- b. If this food is only approved for a limited time, click the **End** box and enter an end date for the food. If you enter a date in this box, the food will not be available once the end date is reached.

9. Click **Save**.

Foods > Edit Food

Kale

Display

Category: * Vegetables

Name: * Kale

Spanish Name: Col rizada

Food Type: * Vegetables

Juice: Yes No

Nutritional Information

Vitamin A	<input type="radio"/> Yes <input checked="" type="radio"/> No	High Fat	<input type="radio"/> Yes <input checked="" type="radio"/> No
Vitamin C	<input type="radio"/> Yes <input checked="" type="radio"/> No	High Salt	<input type="radio"/> Yes <input checked="" type="radio"/> No
Whole Grain-Rich	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="lock"/>	Iron	<input type="radio"/> Yes <input checked="" type="radio"/> No

Food Quantity Group

Non-Infant: * Vegetable - c

Infant: * fruit or vegetable or both - tbsp

Additional Information

CN - Participant Nutrition Yes No

HM - Homemade Yes No

Approvals

Breakfast Yes No

Snack Yes No

Lunch/Dinner Yes No

Non-Infant: * Allow

Infant 6-11: * Allow

Infant 0-5: * Disallow

Effective Dates

End: